

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: AUGUST 27, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
 STRAINER
 LOEB
 MCDEVITT
 FRASIER
 MASON
 VANSELOW

OTHERS PRESENT:

JULIE PACYNA, PURCHASING AGENT
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BENTLEY
 CONOVER
 DICKINSON
 KENNY
 MERLINO
 WESTCOTT
 WOOD
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Support Services Committee to order at 10:01 a.m.

Motion was made by Mr. Mason, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mary Beth Casey, Commissioner, Board of Elections, who presented a request to ratify the actions of the Chairman of the Board in executing an agreement with Mullen Bros. Inc. for transportation of voting systems and booths to various locations within Warren County commencing September 1, 2013 and terminating September 1, 2014 in an amount not to exceed \$5,782 per election. Mr. Mason asked whether the agreement amount was similar to that of prior years and she replied that there was a slight increase. She explained that she felt the increase was justified due to the increasing costs of gas and labor.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the request to ratify the actions of the Chairman of the Board in executing an agreement with Mullen Bros. Inc. as outlined above and authorized the necessary resolution for the September 20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Bentley questioned whether there were any alternatives for the way primary elections on the Conservative Party line were held, such as mail-in absentee ballots because of the small number of voters who were eligible to participate. As an example, he said, next months primary in the Town of Horicon would require four paid election inspectors to oversee a maximum of 13 votes. He stated he did not think the expense justified the number of votes to be cast. Ms. Casey advised that although it would be more cost effective, election law required the voting process.

Discussion ensued regarding the primary elections on the Conservative Line, following which motion was made by Mr. Mason, seconded by Mrs. Frasier and carried unanimously to refer to the Legislative Committee to discuss opposing the New York State Election Law requiring election machines and staff in Municipalities for primary elections on the Conservative Line where only a small number of voters are eligible to participate and instead send each voter an absentee ballot with a return envelope.

There being no further Board of Elections business to discuss, privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Pacyna requested a transfer of funds in the amount of \$250 from Code A.1345 410, Supplies, to Code A.1345 220, Office Equipment, and \$350 from Code A.1345 436, Advertising, to Code A.1345 220, Office Equipment, to fund the purchase of a new time clock. She explained the current time clock was not fully functional and the cost to repair it was almost equivalent to purchasing a new one. Ms. Pacyna noted that her Office was legally required to have a working time clock to stamp documents.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the request for transfer of funds as outlined above and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Pacyna introduced proposed Local Law No. 8 of 2013 authorizing "Best Value Award and Methodology for Purchase Contracts". She stated that because General Municipal Law section 103 (b) had been amended by the State, the County was now required to adopt a Local Law to continue to the practice of not awarding contracts to the lowest bidder if it was determined that another bidder would provide the best value throughout the contract. She said there were measures in place to ensure that any Department considering a "Best Value Contract" would be required to justify their decision to the Purchasing Agent before the contract was awarded.

Mr. Vanselow questioned whether New York State had mandated the Local Law be adopted and Ms. Pacyna replied in the negative. She explained that the Local Law was not required; however, she said, if it was not adopted the County could not utilize "Best Value Purchasing". Mr. Mason queried whether there was any criterion included in the Local Law that related to being required to award contracts to local firms and Ms. Pacyna replied in the negative. She pointed out that typically local vendors tended to submit higher bids. Mr. Loeb asked whether this was being utilized in any other areas and she replied affirmatively. She advised it was utilized for Request for Proposals (RFP) for professional services.

Kevin Geraghty, Chairman of the Board, queried whether Ms. Pacyna could provide an example of any recent "Best Value Purchases" made by the Department of Public Works and she advised she could not think of any recent ones; however, she said, an example of a "Best Value Request for Proposal" was the contract awarded for stormwater testing on Beach Road in the Village of Lake George for the porous asphalt.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to introduce Local Law No. 8 of 2013 Authorizing the use of a Best Value Award Methodology Purchasing Contracts as outlined above and the necessary resolution was authorized for the September

20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.* Ms. Pacyna advised the final item on her agenda was a request for authorization of a new agreement with PFM Financial Services, LLC. for providing a vendor review to determine how many Warren County vendors accept P-Cards commencing upon execution of the agreement and terminating upon completion of the services. She said she would return to the Committee with the information PFM Financial Services, LLC compiled to assist in determining whether the County wanted to pursue the use of P-cards.

Motion was made by Mr. Strainer, seconded by Mr. McDevitt and carried unanimously to authorize the new contract with PFM Financial Services, LLC. as outlined above and the necessary resolution was authorized for the September 20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Purchasing business to discuss, privilege of the floor was extended to Paul Dusek, County Administrator. Mr. Dusek requested authorization for the Supervisors, the County Administrator and staff and Department Heads to attend the New York State Association of Counties (NYSAC) conferences held twice per year without the need for Committee approval, contingent upon budget appropriations and compliance with the General Services Administration (GSA) policy. He advised that since NYSAC conferences were attended on a regular basis this would eliminate the requirement for Committee consent.

Motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to authorize the Supervisors, the County Administrator and staff and Department Heads to attend the New York State Association of Counties (NYSAC) conferences as outlined above and the necessary resolution was authorized for the September 20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:14 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist